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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 24 October 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #43  
18 October through 24 October 1956

## 1. SIGNIFICANT ITEMS

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During the week of 15-19 October the AD/SI and ten other members of the OSI staff, together with Mr. [redacted], O/DDI, and one representative each from OCR and ORR, participated in a special Management Training presentation at [redacted]. The Conference, conducted along seminar lines, covered an outline of management responsibilities with particular reference to current management problems in OSI. The group worked hard, from Monday noon to Friday noon, and regularly met in evening sessions which ran as late as 2300 hours. Support facilities provided [redacted] were excellent. It was clear that every member of the group felt the Conference a success, worth the time and effort invested. OSI has made a firm request for a second presentation at the earliest feasible date, the week of 25 February.

## • OTHER ACTIVITIES

### a. Clerical Training

(1) During the week of 15 October there were 105 people in Clerical Induction Training and 24 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 9 October were as follows: Of 8 people tested in shorthand, 1 qualified; of 14 people tested in typewriting, 7 qualified.

(3) The results of the same tests for the week of 16 October were as follows: Of 15 people tested in shorthand, 6 qualified; of 24 people tested in typewriting, 17 qualified.

(4) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 9 October were as follows: Of 6 people tested in shorthand, none qualified; of 5 people tested in typewriting, 1 qualified.

25 YEAR RE-REVIEW

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b. Reading Improvement

(1) The second OCR Document Analysis Workshop started Monday, 22 October, with 8 employees participating.

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(2) Miss [ ] visited the Pentagon Friday, 19 October, to take part in an informal discussion with Mr. E. N. Fulker, Air Force, Dr. Mitchell Burns, VA, and Mr. Lawrence Bott, Commerce Department. It was concluded that the organization of a reading training conference for government employees who conduct reading programs would help stimulate professional growth.

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(3) Work on the readability study is continuing along the lines developed in the discussion with Mr. [ ] on Monday, 22 October.

c. Intelligence Orientation

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(1) On 23 October [ ], of the Strategic Intelligence School, met with Messrs. [ ] to discuss various ideas pertaining to the subject of collection of information. Both the Strategic Intelligence School and our own staff are in the process of revising their manuals on collection. A number of areas of agreement in concepts and terminology and a few differences of opinion were found when a brief comparison was made between the CIA Collection Manual and the SIS draft. It is hoped that additional discussions can be held and that the end result will be a reasonable similarity in basic material presented in both schools.

(2) At the request of the FI Training Officer, a special briefing on the major elements of Introduction to Intelligence has been scheduled for 25 October for five people; three from WH, one from FE, and one from the CI Staff.

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(3) On 23 October Mr. [ ] to discuss further the proposed program for security officers.

d. OTR Orientation Officer

(1) On Monday, 22 October, the CIA Introduction was held for 45 people.

(2) The Departmental Briefing was held on Tuesday, 23 October, for 51 people from Army, Navy, Air Force, State, NSA, and USIA.

(3) The Junior Foreign Service Officer program was conducted for 47 Junior Foreign Service Officers on Wednesday afternoon, 17 October.

(4) On Wednesday morning, 17 October, Mr. [ ] presented a lecture on the Intelligence Community and National Security Council for the Advanced Officers Course at Fort Holabird, Maryland.

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e. Administrative Training

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(1) [redacted] rotation to the SE Division has been arranged for the second week of November. [redacted] from SE Personnel outlined to [redacted] the work plan for the first two months which includes the handling of Division personnel cases and assistance in planning the Division's long-range training program.

(2) [redacted] has joined the Administrative Training staff and will take over the Tradecraft portion of the Operations Support and Administrative Procedures.

f. Intelligence Training

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Conference Leadership #3 started on 22 October with 12 students enrolled. Four are from ORR, three from the Management Staff, two from OCR, two from OTR, and one from the Office of the Comptroller. Professor [redacted] of George Washington University is the instructor.

g. Instructional Techniques

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[redacted] met with [redacted] and representatives from IBM on 23 October to discuss further the proposed Machine Methods course. The program of instruction is approximately 75% scheduled. Additional meetings will be held in order to develop lesson plans, training aids, and other instructional material prior to the proposed starting date of 26 November.

h. Management Training

(1) Basic Management #28 was completed by 19 students on Friday, 19 October.

(2) Basic Supervision #24 for GS-5 to GS-7 supervisors began on 22 October. Eighteen students, the course maximum, are enrolled. Two are from the DDP, six from the DDI, and ten from the DDS.

i. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

3. PERSONNEL NOTES

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a. [redacted] secretary in Clerical Training, is enrolled in Intermediate Shorthand Dictation.

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b. [redacted] is attending Basic Supervision #24.

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c. [redacted] has returned from a week's leave.